

Montana Board of Crime Control

MBCC is a nonpartisan planning and grant management agency that supports an extensive statewide network of entities that together promote public safety, law enforcement, juvenile justice, victim services, judicial, and homeland security efforts.

The following is a high-level overview of tasks completed on a day-to-day basis by the staff of the Montana board of Crime Control (MBCC). This information is presented to assist in understanding the complexity of the work conducted by MBCC and the positive impact our work has on the justice system and citizens of Montana.

Our budget requests general fund and federal funds to support staff salaries and operating costs for completion of this work, which is 23% of our budget (17%GF/6%FF). As a result of our work we are able to obtain federal and other funds that provide funding for programs and necessary services statewide, 77% of our budget. MBCC is giving the state a positive return on the general fund expended for administration, close to \$5 for each \$1 of the general fund. Reductions to our administrative budget could result in even greater reductions to the funding for programs statewide.

☐ Grant Administration

- Pre-Subgrant Award
 - Apply for federal grant funds, including submittal of required data and strategic plans
 - Solicit proposals from eligible applicants through requests for proposals
 - Subgrantee application budget and program review
 - Prepare and summarize recommendations to committees, Council and Board
- Grant Contract Development and Management
 - Process formal award contracts
 - Special conditions
 - Legal signatures
- Post-Subgrant Award
 - Provide subgrantee grant administration training and technical assistance
 - Process drawdown and disbursement of funds
 - Review and follow-up as necessary on subgrantee quarterly program and fiscal reports
 - Submit federal quarterly performance and financial reports
 - Conduct subgrantee fiscal and program compliance monitoring/evaluation through on-site visits and desk audits
 - Complete data collection/analysis for program evaluation and reporting
 - Attend required trainings sponsored by grantors
 - Participate in federal on-site monitoring
 - Complete subgrantee closeout

- Complete federal program closeout, including financial and performance measures reporting
- **Program Research/Development and Resource Development**
 - Conduct statewide gang threat assessment and formulate response plan; conduct community assessment training
 - Coordination of Drug Taskforce planning, resource development and outcomes
 - Participate in and facilitate statewide collaborative initiatives
 - Identify emerging tools, techniques and practices; share with partners and subgrantees in the form of training and information sharing
 - Research, development and implementation of best and promising practices for:
 - Victim Services
 - Juvenile Justice
 - Disproportionate Minority Contact
 - Law Enforcement
 - Drug Abuse and Prevention
 - Underage Drinking
- **Information Technology Services and Database Management**
 - Management of:
 - Montana Incident-Based Crime Reporting System (NIBRS)
 - Tribal Crime Data Repository
 - Detention Data Information System (DDIS)
 - Statistical Analysis Center
 - Development and maintenance of:
 - Board Member Website (BMWAS)
 - Automated Victims' Information Database (AVID)
 - Juvenile Detention Reporting System/Unified Case Management System (JDRS)
 - Grant Web Information System (GWIS)
 - Grant Management Information System (GMIS)
 - Online Subgrant Application System (OSAS)
 - Publication of:
 - Annual Hate Crime
 - Annual Crime in Montana and interactive crime website
 - Annual Law Enforcement Workforce
 - Quarterly Crime Reporting Newsletter
 - Statewide training for law enforcement in crime reporting
 - Coordination of the development of the Montana Law Enforcement Information Records Association (MTLEIRA)
 - Conduct annual quality assurance data reviews
 - Research and respond to data request and reports
 - Division Internet and website maintenance
 - Information technology network maintenance

- Desktop and database maintenance
- IT Project Management
- Interactive crime prevention and data map
- Mental Health data collection (collaboration with DPHHS)
- **Public Safety and Montana Crime Prevention**
 - Montana Crime Prevention Association (MCPA) capacity-building and development
 - Community-based crime prevention technical assistance
 - Annual Crime Prevention Conference
 - Coordination of crime prevention awareness statewide, including tribal communities
 - Identify community specific needs and disseminate crime prevention literature
 - Research and implementation of crime prevention programs
 - Research and respond to law enforcement agencies equipment and training requests
 - Facilitate jail-evacuation training
 - Coordinate Crime Prevention Certification training for law enforcement
- **Technical Assistance for small Law Enforcement Agencies and Tribal Government**
 - Annual Native American grant writing training and technical assistance
 - State and Local Anti-Terrorism Training (SLATT)
 - Resource development and capacity-building
 - Crime reporting training and assistance in development of crime reporting databases
 - Secure external technical assistance providers and manage logistics
- **Central Services Office Operations: State Accounting, Budgeting, Human Resource Management**
 - Agency budgeting process
 - Agency accounting and office operations
 - State program and fiscal audits
 - Federal program and fiscal audits
 - LFD reporting and performance measures
 - Review legislative proposals and draft fiscal notes
 - Monitor budgets for all funding sources
 - Project spending for agency budgets
 - Perform fiscal year-end procedures
 - Coordinate purchasing and agency contract activities
 - Oversee agency inventory
 - Maintain compliance with the Federal Cash Management Information Act
 - Perform personnel and human resource functions
- **Juvenile Justice Initiatives and Programs**
 - Annie E. Casey Juvenile Detention Alternatives Initiative (JDAI)
 - Management and coordination of Juvenile Detention Funds
 - Research, implementation and development of juvenile justice best and promising practices

- Data reviews and report writing
- Annual Juvenile Justice Report to the Governor
- Development of juvenile justice policy statement
- Staff the Youth Justice Council (YJC) and Disproportionate Minority Contact (DMC) Committees
- Identify and respond to Relative Rate Index (RRI) DMC data and develop reports
- Coordinate Do the Write Thing Project
- Assistance coordinating the Lights-On Project
- **Agency Management/Board and Council/Strategic Planning**
 - Provide agenda development and logistical support for Board and subcommittee meetings
 - Provide training to Board, YJC and DMC members
 - Provide support to and respond to requests/formal actions from the Board, YJC and DMC members
 - Participation on state and federal boards/councils
 - Maintain briefings to the Governor's office on emerging issues
 - Generate quarterly reports to the Board, YJC and DMC
 - Implement the Board's annual goals and objectives
 - Division staff supervision, training and professional development